

DEPARTMENT OF REHABILITATION SERVICES
DISABILITY DETERMINATION SERVICE

EDUCATION SERVICE SPECIALIST - HEARING OFFICER

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!!!](#)

OPEN TO: DORS EMPLOYEES ONLY

LOCATION: 309 Wawarmee Avenue, Hartford, CT 06114

JOB POSTING NO: 108984

HOURS: Monday – Friday, 35hours

BARGAINING UNIT: Education Administrators (P-3A)

SALARY RANGE: \$76,374.00 – \$99,111.00 Annually (EA-30)
(New hires start at the minimum of salary range)

POSTING DATE: November 27, 2015 – December 11, 2015

The Department of Rehabilitation Services, Disability Determination Services, is seeking an individual to conduct evidentiary hearings that are requested in accordance with Social Security Administration provisions. Applicants must have considerable knowledge of Social Security regulations, policy, and precedent decisions and understand the rules of due process and the laws of evidence as required by Social Security Regulations. Individual must possess strong assessment and writing skills to explain medical evidence, prepare residual functional capacity assessments, explain critical factors when assessing the credibility of an individual's statements, explain the consideration given to advisory medical assessment documents, and evaluate medical opinions in accordance with program policies. Successful candidates will possess strong organizational skills, excellent interpersonal skills and ability to deal with the public, and exceptional ability to use sound reasoning and critical thinking to make decisions. Individual will need to be reliable, dependable, and have demonstrated good attendance. Candidates with five (5) or more years of experience are preferred. Travel will be required.

RESPONSIBILITIES: Reviews previously adjudicated Social Security disability claims folders referred for hearings; researches laws, regulations, policies and precedent decisions to prepare for appeal hearing; gathers and develops additional evidence necessary to make a proper decision; schedules hearings. Conducts hearings to obtain information and evidence relative to disposition of appeal. Analyzes medical, psychiatric and vocation information evidence as well as applicable laws, regulations, policy and precedent decisions to determine appropriate conclusions. Prepares written decision. May adjudicate all types and levels of claims as required by management. Perform related duties as required by the Agency Program Manager or other management designee.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of Federal laws, regulations, and policies pertaining to the adjudication of Social Security Disability benefits through the face to face evidentiary hearing process; strong organizational and decision making skills; ability to analyze and synthesize complex issues; ability to communicate well both orally and in writing; strong interpersonal skills and ability to deal with the public.

EXPERIENCE AND TRAINING: A Master's degree and three (3) years professional experience or, in lieu thereof, an equivalent combination of experience and training as approved by the Department of Rehabilitation Services.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit the following and forward as indicated below:

1. State of Connecticut Application for Employment (CT-HR-12), available online at:
[www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS).
2. Two (2) most recent service ratings.

Department of Rehabilitation Services
55 Farmington Avenue, 12th Floor
Hartford, CT. 06105
ATTN: Human Resources

Incomplete, blank or late applications will not be considered. Also, no fax or hand-delivered copies will be accepted. [**PLEASE NOTE: The primary contact will be via email if provided on your application.**](#)

APPLICATIONS MUST BE POSTMARKED ON OR BEFORE December 11, 2015

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.